



Granite Town Media

Advisory Committee

Meeting Minutes

26 March 2015

Present: Dave Alcox, Kevin Drew, Kevin Federico, Tim Finan, Don Jalbert, Joe Kasper, Mike McInerney, Tom Schmidt

Absent:

Guests:

Call to Order:

Meeting called to order 7:05 PM

Minutes

Minutes approved, Dave moved/Tom 2nd AIF.

Work Item Status

- Tom and Joe term renewal – approved at March 9th BoS meeting. Need to sign oath of office. Tom has signed; Joe needs to contact Peggy to sign.
- Annual GTM Officer Election - Tom moved/Dave 2nd slate: Tim - chair, Joe - vice chair, Tom - secretary, AIF.
- Town Election Post Mortem – Mike updates election result in two passes. He receives email of scanned vote tallies late election night and posts win/lose results. Then the following morning updates the form with actual vote counts. He said he had gotten complaints about it taking so long. Committee feels final vote results early following morning is adequate and it is not good use of town resources to pay Mike OT to be present at the polling place to record results as they are read off. We are sensitive to the fact local papers do not provide timely results of local election making the town web site the primary means of delivering this information.

There was some confusion about how the vote tallies were recorded, Mike ended up getting two versions of the result. This was the result of having votes that had to be recorded manually because ballot was rejected by the scanners. He will follow up with Peggy to avoid that going forward.

- Broadcast GTM advisory Committee meetings – there have been several requests to add GTM Advisory Committee meetings. GTMAC reviewed existing town

standing committees and boards to prioritize meetings not yet covered by GTM. 1 indicates highest, 11 lowest priority:

1. [GTM Advisory Committee \(start April 23 2015\)](#)
2. [Pipeline Task Force Committee \(start 1 April 2015\)](#)
3. [Board of Water and Sewer Commissioners](#)
4. [Traffic Safety Committee](#)
5. [Recycling Committee](#)
6. [Wadleigh Memorial Library Trustees](#)
7. [Capital Improvements Advisory Committee](#)
8. [Economic Development Advisory Committee](#)
9. [Cemetery Trustees](#)
10. [Milford Heritage Commission](#)
11. [Trustees of the Trust Fund](#)

To facilitate coverage of all or most of these meeting GTMAC recommends using the Old Ambulance Bay Day Room in Town Hall as a semi-permanent meeting room/TV studio. GTM will use the mobile camera kit and provide furniture to equip the room. This will ease logistics of covering these additional meetings and provide another meeting room in Town Hall. GTM is able to cover meeting held elsewhere, but that entails significant additional time/cost to set up and tear down the equipment.

Meetings held in this room will be recorded and added to the broadcast schedule and streamed on EZStream as well as be available as web based video-on-demand, they will not be broadcast live.

- Post updated GTM: history, Jan, Feb minutes, Tom/Joe terms and Officer Election result. Mike thought the history had been posted. Tom will forward history and January approved minutes.

Equipment Upgrades/Acquisitions

- Mobile camera kit purchase – This capability will allow us to use multiple cameras to cover meetings not held in the BoS meeting room. Currently we are limited to a single camera. Mike suggested three one to provide a wide area of the entire area and two to zoom in on individual members. Tom asked whether it was feasible to add a fourth camera, behind the conference table to cover presenters. . Agreed this was worth the extra cost and will provide a backup camera in case one of the BoS room cameras fails. Estimated for four cameras, switcher, recording capability is \$7500. We already have adequate audio capability.
- BoS meeting room upgrade – Installation of new cameras scheduled to start April 7th. Presenter camera will be moved to central position over TV monitor to improve framing of presenters at the table and when using flip charts off to the side of the room. This upgrade has been planned for a long time but became critical when two cameras failed. This will result in much improved video quality.

- Laptop audio capture – Discussed adding the ability to capture PC audio. Currently if PC presentation has audio need to place a microphone near one of the laptop speakers this result in mediocre audio quality. Discussed feasibility of capturing audio directly, much like we do with video in the BoS room. For non BoS meeting this requires a PC to XLR adapter. For the BoS room the microphone are connected slightly differently. Mike is looking into options. Neither adapter is expected to be very expensive.
- Town Hall Auditorium rear speakers – To provide more even audio levels in the auditorium Mike is looking into adding speaker at the rear, much like the BoS room configuration. This will provide better sound at the rear without causing feedback.
- Microphone shields – The microphones we use are very high quality but overload if the person is too close. This is normally not an issue for boards and committee members but can be when someone from the audience needs to speak. Mike will get a few microphone shields to control mouth-to-microphone distant.
- EXstream Caching Server – waiting for Bruce to finish computer upgrade cycle to repurpose an old computer.
- Returning School Cameras – Don has done some checking and so far has been unable to locate the one assigned to the high school.
- Oval Web Camera – Need Bruce to have time to relocate the Wi-Fi access point closer to the camera to improve signal before will open it up for public access.
- Move GTM equipment rack to Town Hall – no update

Video Projects

- Winter Sports coverage – pretty spotty due to many games being canceled.
- Spring Sport coverage – planned coverage: boys lacrosse, boys baseball, girls softball
- Student manufacturing video – Don brought a flash drive to the meeting with the video.
- Library presentation: Ladies Behind Bars: A History of Women in the Spirits Industry – filming went well. This is the first event we have covered in the library. Needs some final editing and then will be turned over to the library.
- Winter Driving PSA – ran out of time.
- Changes to NH texting law - Mike is working with the police department on a video exploring the recent changes to NH texting law.
- ICE PSA – no update
- Milford WWII vet receiving French award – Mike plans to cover the presentation.

Work Session

- Web site review – Meeting ran long scheduled work session next Tuesday to continue reviewing web site.
- Public Channel Policy and Procedure manual - Joe asked about status of the update. This has been relegated to fairly low priority. Committee consensus is that while in the past PEG public channel was the only way to amateur videographers to publish their work Internet technology has significantly diminished the value of the public TV channel.

Upcoming Meeting:

31 April 2015 7PM location TBD, web site work session

23 April 2015 7 PM Board of Selectmen meeting room

Adjourn:

Meeting adjourned 9:05 PM

Respectfully submitted: Tom Schmidt